

BYLAWS
OF THE
WASHINGTON INTEGRATED JUSTICE INFORMATION BOARD

ARTICLE I - MEMBERSHIP

1.1 Members. The Board shall consist of the statutory and appointed Members provided enumerated RCW Chapter 10.98. All powers and duties of the Board conferred by RCW Chapter 10.98 shall be exercised by the Members, or their designees, pursuant to these Bylaws. Each statutory Member and each appointing authority may, in writing, appoint a designee to serve in the Member's absence.

1.2 Term of Appointed Members. Appointed Members serve at the pleasure of their respective appointing authorities.

1.3 Resignation. An appointed Member may resign at any time by delivering written notice to a Co-Chair, or by giving oral notice of resignation at any meeting of the Board.

1.4 Vacancies. All Member vacancies shall be filled in the manner provided by RCW Chapter 10.98.

1.5 Replacement of Appointed Members - Absenteeism. Any appointed Member who misses three (3) consecutive meetings will have such absences called to the Member's attention by the Co-Chairs. The Co-Chairs shall request that the Member reconsider his or her ability to continue service on the Board. The Co-Chairs may advise the appointing authority of continuing absenteeism and request that the appointing authority replace the appointed Member.

1.6 Stakeholders. The Board may appoint stakeholder representatives as additional, nonvoting members of the Board.

ARTICLE II - OFFICERS

2.1 Election of Officers. The officers of the Board shall be two Co-Chairs, who shall be elected by the Members and who shall hold office until their successors are elected. One Co-Chair shall be elected from among those Members representing state government agencies and courts. One Co-Chair shall be elected from among those Members representing local government agencies, courts and associations. Co-Chairs shall serve staggered two year terms, with the initial term of the Co-Chair elected from among those Members representing state government agencies and courts being one year. A Co-Chair may be re-elected upon his or her term expiring.

2.2 Co-Chairs. The presiding officer of the Board shall be the presiding Co-Chair, as determined by the Co-Chairs on a meeting-by meeting basis, and who shall call and preside over meetings of the Board. The Co-Chairs shall appoint the Committee Chairs and members of committees, and do all such other acts and duties as are appropriate for or delegated to the Co-Chairs by the Board.

2.3 Acting Chair. In the absence of the Co-Chairs at a particular meeting, an Acting Chair appointed by the Board shall preside at that meeting.

2.5 Delegation. In the case of the absence or inability of the Co-Chairs to act, the Board may delegate the powers or duties of such officer to any Member.

2.6 Vacancies. Vacancies in any office may be filled by the Board at any regular or special meeting.

ARTICLE III - MEETINGS

3.1 Regular Meetings. Regular meetings of the Board shall be held monthly.

3.2 Special Meetings. Special meetings of the Board shall be held at the call of the Chair or upon request of any three (3) Members of the Board.

3.3 Committee Meetings. Committee meetings shall be held at the call of the Committee Chair or upon request of any three (3) committee members.

3.4 Quorum. A quorum for the transaction of business shall constitute not less than nine (9) Members of the Board, including the presiding Co-Chair. The Members present at a meeting at which a quorum is not constituted may elect to proceed with the business of the meeting subject to ratification of such action by a quorum at a subsequent meeting.

3.5 Manner of Acting.

a. **Discussion.** Only Members of the Board or their designees, Stakeholders appointed to the Board, the Justice Information Act (JIN) Program Office Director, and such other persons as are recognized by the presiding Co-Chair shall be permitted to participate in discussion of matters before the Board, unless otherwise authorized by a majority vote of the Members.

b. **Co-Chair Votes.** The Co-Chairs shall have the same voting rights as any other Member of the Board.

c. **Member Voting – No Proxies.** Only Members or their designees may vote and may not vote by proxy.

d. **Majority Vote.** The act of the majority of the Members present at a meeting at which there is a quorum shall be the act of the Board.

e. **Robert's Rules.** The meetings of the Board and its committees shall be governed by Robert's Rules of Order.

3.6 Attendance by Communication Equipment. Meeting attendance may be by means of conference telephone call or any other communications equipment that allows all persons participating in the meeting to speak to and hear all participants. Participation by such means shall constitute presence in person at a meeting.

3.7 Notice of Meetings. Advance notice of all regular and special meetings of the Board shall be provided by mail, facsimile transmission or email.

3.8 **Minutes of Meetings.** Minutes shall be made of all Board meetings. Minutes shall be promptly submitted to Members after each meeting. Minutes will be reviewed, corrected as needed, and adopted at the next Board meeting.

ARTICLE IV – COMMITTEES

4.1 **Standing Committees.** The Board may establish such standing committees as it deems appropriate.

4.2 **Ad Hoc Committees.** The Board may establish such ad hoc committees as it deems appropriate.

4.3 **Committee Membership and Chair.** The Co-Chairs shall appoint committee members and designate the Chair of each committee.

4.4 **Advisory Only.** The actions of committees shall be advisory only.

4.5 **Procedures.** Committees shall follow all Board procedures for meeting notices and minutes.

ARTICLE II - AMENDMENTS

5.1 **By Members.** The Board shall have power to make, alter, amend and repeal these Bylaws by majority vote.

Adopted by the Board this ____ day of _____, 2003.

Stuart McKee, DIS Director
Co-Chair

Steven M. Clem, WAPA Representative
Co-Chair

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2.3 Vice-Chair. The Vice Chair shall preside in the absence of a Co-Chair, as well as act for a Co-Chair, and do all such other acts and duties as are delegated to the Vice-Chair by the Board.

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